

# MEETING MINUTES – SC Enterprise Information System (SCEIS)

**Date of Meeting:** Tuesday, August 14, 2007

**Time and Location:** 2:00 p.m. – 4:00 p.m. 1st Floor Conference Room  
Wade Hampton Building

**Minutes Prepared By:** Pam Humphries

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## 1. Attendance at Meeting

Nat Kaminski, Chairman	Comptroller General's Office
Frank Rainwater	State Treasurer's Office
Ben Homeyer	House Ways and Means Staff
Eddie Gunn	SC Budget and Control Board
Jim Bryant	CIO
Mike Garon	SC Department of Revenue (Sitting in for Ray Stevens)
Brenda Hart	SC Department of Mental Health
Sheila Breitweiser	SC School for the Deaf and Blind
Marcia Adams	SC Department of Motor Vehicles

### Ex-officio Members Present:

Chuck Fallaw	Division of the State CIO
Pat O'Cain	CIO (Sitting in for Jim Bryant)
Chris Joye	SCEIS, Project Manager
Chris Shuman	SCEIS

### Guest

Mike Langrehr	Government Efficiency and Accountability (GEAR). Formerly Maryland CIO.
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## 2. Meeting Agenda

1. Call to Order
2. Adoption of Agenda/Approval of Minutes
3. SCEIS Project Overview and Status
4. Revised Rollout Schedule
5. SCEIS Financial Report
6. Other

### 3. Meeting Notes, Decisions, Issues

- a. The Agenda was adopted as presented.
- b. Chairman Kaminski noted he had a few corrections (typos only) to the minutes from the meeting held May 21, 2007. Minutes were then adopted as amended.
- c. Chuck Fallaw gave a brief overview of the project. The budget request this year was for \$3,200,000 in recurring funds. However, we received \$3.2 million in non-recurring funds. This is something that will have to be addressed next year. Phase 1A "go live" date is November 5, 2007. Phase 1B agencies will "go live" in March 2008. The six Phase 1A agencies are as follows: Comptroller General's Office, State Treasurer's Office, State Auditor's Office, Wil Lou Gray, State Library, and Department of Insurance.
- d. Mr. Fallaw then briefed the Committee on the Materials Management functionality, the Finance functionality and the Reporting functionality.
- e. Activities that have been put into place since the last meeting: Change Control Board has been established to control scope; senior managers have been assigned to oversee key areas such as SAP/STARS interface, funds management, cash by funded program and statewide chart of accounts; string and negative testing has been completed for MM, HR, and imaging; Integration testing was kicked off on Aug. 13<sup>th</sup>.
- f. The next topic Mr. Fallaw covered was **Integration Testing**. Mr. Fallaw explained that there will be 3 cycles of testing over an 8 week period. SCEIS Team will make recommendations to EOC based upon the results of these tests. Sheila Breitweiser brought up a point regarding accessibility. Ms. Breitweiser stated that it is SAP's responsibility to insure accessibility after any revisions are made.
- g. End User Training – workforce transition workshops will be held (3 hours) for the 6 agencies on Sept. 17 – 21. Core overview courses will be held Sept. 24 – 28 (10 hours). SAP Transaction-based Courses held Oct. 1 – Nov. 30.
- h. Legacy Freeze Period (Oct. 19 – Nov. 4) for the six agencies to get a balance as of a certain date and reconcile to that balance to enter into SAP.
- i. Our goal is for SCEIS to get Phase 1A done by Nov. 5. Then we can identify minor enhancements for Phase 1B roll out, begin migrating the data for Phase 1B agencies and start training them. Our goal is by early March, to roll out 1B agencies. A change process will be implemented going forward.
- j. Jennifer Lauer has been hired as HR/Payroll Lead. Jennifer previously worked at OHR and the School for the Deaf and Blind. Three full-time employees to arrive Aug. 17. Sam Jones and Karl McCottry on loan for the Budget and Control Board. Vic Traywick and Donald Murray on loan for the Comptroller General's Office. Cindy Dyer and Chris Shuman to provide SAP experience.
- k. Recommending 12 agencies to be included in Phase 1B: Secretary of State, Election Commission, Indigent Defense, Department of Agriculture, Arts Commission, Museum Commission, Human Affairs, Minority Affairs, Public Service Commission, Workers' Compensation, Financial Institutions and State Ethics Commission. A motion was made to approve the revised rollout schedule for 1A and 1B and the first HR/Payroll rollout. **Approved.**
- l. Pat O'Cain updated the Committee on the SCEIS Financials. **Revenues:** agency implementation funds of \$2.7 million was to build out to the first wave agencies. Through the end of FY 07, we have collected \$1.2 million of that \$2.7. Since FY 08 started, we've taken an additional payment from DMH, bringing us to within \$186,000 of what we anticipated. What this means is the 1A and 1B agencies have already paid their initial payment and many of them have the funds in set aside accounts to carry forward. Under Other Funding, the \$2 million is a proviso that is in place that will need to be covered from grant funding or some funding from the CIO's office. The Loans amount is a combination of two sources: Bank of America Master Leases through the Treasurer's Office, and \$2.7 million that was loaned from the CIO's office. Mr. O'Cain then explained the Implementation Costs and the Operational Costs.
- m. Agency Set Aside Slide was then reviewed.

#### 4. Action Items

	Action	Assigned to	Due Date
a.	Demo? Would be glad to show you.	Chuck Fallaw	TBD
	<i>Status</i>		
b.	.		
	<i>Status.</i>		
c.			
	<i>Status</i>		

#### 5. Next Meeting

<b>Date:</b>	Tues., Sept. 11, 2007	<b>Time:</b>	11:00 a.m.-12:00 p.m.	<b>Location:</b>	CG's 3 <sup>rd</sup> floor conf. room
Agenda:					